



## Student Organization Web Space Request Policy and Procedures

- In order to qualify for Web directory space under the NSU server structure, a campus student organization must be officially recognized or chartered by a university department, college, or center.
- The usage of student organization Web sites shall adhere to any applicable University policies, University rules for student code and conduct and Digital Millennium Copyright Act.
- If college guidelines are violated or disregarded, or if a complaint is made concerning material on a student organization Web site, the University reserves the right to suspend network access to the student Web site while the matter is referred to the student organization advisor and any other related University official.
- Student organization Web sites will prominently display a statement indicating that: **"The materials contained on this Web site are presented by the student organization and do not necessarily reflect the views of either the broader student population or of Nova Southeastern University"**.
- Student organization Web sites will not contain commercial advertisements or other commercial materials.
- Student organization web sites will be subject to bandwidth shaping in order to prevent contention with academic, research, or administrative network usage.

### **Existing Web site (changing access from old web master to new web master)**

- New web master will need to print out the [Information Provider Agreement](#) (IPA) form, fill out the entire form (All fields are required). For 'Dean/Director Name' field, please ask director of student activities or vice president of student affairs to sign. The Student Activities Office is located in the Don Taft University Center, room 1235.

- Submit the original copy of the completed IPA form (all pages) to the Student Affairs Office of Administrative Services and Marketing located in the Rosenthal Student Center, Room 105.
- Once the above has been completed, NSU Web Team of the Office of Innovation and Information Technology (OIIT) will create a Web space and send you an email to provide directions on how to access and upload files.

## **New Web site request**

- New web master will need to print out the [Information Provider Agreement](#) (IPA) form, fill out the entire form (All fields are required). For 'Dean/Director Name' field, please ask director of student activities or vice president of student affairs to sign. The Student Activities Office is located in the Don Taft University Center, room 1235.
- The webmaster then has to request his/her personal Web space by visiting [www.nova.edu/createwebpace](http://www.nova.edu/createwebpace). S/he will receive an email confirmation that it was created.
- Once the webmaster has received the confirmation, please forward the email confirmation to [stumedia@nova.edu](mailto:stumedia@nova.edu).
- Along with the forwarded confirmation email in the previous step, please provide us with at least 3 preferred names for your new organization Web address.  
For examples:  
Choice 1 = [www.nova.edu/pre-med](http://www.nova.edu/pre-med)  
Choice 2 = [www.nova.edu/pre-med\\_society](http://www.nova.edu/pre-med_society)  
Choice 3 = [www.nova.edu/nsu-premed](http://www.nova.edu/nsu-premed)

The proposed web addresses/URLs will be forwarded to University Relations to verify web address (URL) availability and for approval.

- Submit the original copy of the completed IPA form (all pages) to the Student Affairs Office of Administrative Services and Marketing located in the Rosenthal Student Center, Room 105.
- Once the above has been completed, NSU Web Team of the Office of Innovation and Information Technology (OIIT) will create a Web space and send you an email to provide directions on how to access and upload files.

## New Web Blog (WordPress)

- New web master will need to print out the [Information Provider Agreement](#) (IPA) form, fill out the entire form (All fields are required). For 'Dean/Director Name' field, please ask director of student activities or vice president of student affairs to sign. The Student Activities Office is located in the Don Taft University Center, room 1235.
- Submit the original copy of the completed IPA form (all pages) to the Student Affairs Office of Administrative Services and Marketing located in the Student Affairs Building, Room 106.
- Please provide at least 3 preferred names for your new organization Web address by emailing them to [stumedia@nova.edu](mailto:stumedia@nova.edu).

For examples:

Choice 1 = <http://premed.nova.edu>

Choice 2 = [http://premed\\_society.nova.edu](http://premed_society.nova.edu)

Choice 3 = <http://nsupremed.nova.edu>

The proposed web addresses/URLs will be forwarded to University Relations to verify web address (URL) availability and for approval.

- Once your request is approved, you will receive an email from Student Affairs Office of Administrative Services and Marketing informing you of the approval.

IMPORTANT NOTE: The office of administrative service and marketing will remain as a key administrator for your site to ensure the administrative access can only be granted to the person that has filled the IPA agreement. The office reserves the right to remove access anytime if the office finds that the user with administrative role has no IPA agreement record with the office.